

The original document was approved by Collin County Commissioners Court at their September 20, 2005 session as court order number 733.

Updated Records Policy with all revisions accepted.

Changes (not including minor formatting issues) include:

1. Added a purpose and goals section (from 2012 IT Goals & Objectives document) on page 1
2. Added section 2 Collin County records declared Public Property. The text of the first paragraph is in the 2005 version, this just added the section title.
3. Added 2nd paragraph to new Section 2 regarding duties of the custodian when exiting their office/employment.
4. Added definition of RMS to Section 3 additional definitions.
5. Added definition of Footprints to Section 3 additional definitions.
6. Changes the references to the County's Records Management Officer to reflect the appropriate job title, Collin County Records Manager, as per IT departmental organization chart.
7. Added two paragraphs at the end of Section 5 regarding the destruction of scheduled and unscheduled records as per State Library guidelines.
8. In all sections changed Director of Information Services to correct title, Chief Information Officer of Information Technology.
9. In Section 5 added "developing a records management plan" to the sentence regarding the duties of the County Records manager.
10. Deleted several paragraphs in Sections 6-9 that are processes or procedures, not policies. These are documented in the Records Management manual and are part of the Records management Plan.
11. Added a Section 9 "File Delivery and Retrieval" and changed Section 9 to Section 10.
12. Added in Section 10 specific effects if no response to "Request for Destruction".
13. Added Section 10.3 – Shredding of Documents
14. Updated Section 8 and section 10.3 to include reference to Box/Document Transfer form as well as the procedures available. Moved last paragraph regarding shredding from section 8 to the proper section 10.3
15. Updated the email to e-mail in section 10 to match the rest of the document.
16. Modified section 10.2 to include reference of certified scanning vendor.
17. Added sentence to section 10 regarding written justification to retain files past their retention times.



Records Management

COLLIN COUNTY RECORDS MANAGEMENT POLICY

WHEREAS, The Texas Local Government Records Act (Title 6, Subtitle C, Local Government Code) provides that each local government and elective county office of each county must establish an active and continuing records management program administered by a Records Management Officer. Collin County desires to adopt a plan for that purpose and to prescribe policies and procedures consistent with the Local Government Records Act and in the interests of cost effective and efficient records keeping.

BE IT ORDERED BY THE COLLIN COUNTY COMMISSIONERS COURT

The purpose of the Records Department within the Department of Information Technology is to deliver qualitative and innovative information technology and records management solutions to citizens, to the business community, and to Collin County staff for convenient access to appropriate information and services.

The goals are to:

1. Work with County Departments to improve business operations by thoroughly understanding business needs and by planning, implementing, and managing the best information technology solutions available.
2. Provide citizens, the business community, and Collin County staff with convenient access to appropriate information and services through technology, teamwork, and eGovernment.
3. Ensure effective technical and fiscal management of the Department's operations, resources, projects, and contracts.

Section 1 - Definition of Records of Collin County

All documents, papers, letters, books, maps, photographs, sound or video recordings, microfilm, magnetic media, electronic media, or other information recording media, regardless of physical

form or characteristic and regardless of whether public access is open or restricted under the laws of this state, created or received by Collin County or any of its officers or employees pursuant to law or in the transaction with public business are hereby declared to be the records of Collin County and shall be created, maintained, and disposed of in accordance with the provisions of Commissioners' Court.

Section 2 - Collin County Records declared Public Property

All records as defined above are hereby declared to be the property of Collin County. No official or employee of Collin County has, by virtue of his or her position, any personal or property right to such records even though he or she may have developed or compiled them. The unauthorized destruction, removal from files or use of such records is prohibited.

A custodian of Collin County government records shall, at the expiration of the custodian's term of office, appointment or employment, deliver to the custodian's successor, if there is one, all Collin County records in custody. If there is no successor, the Collin County Commissioners Court shall determine which officer of the local government shall have custody.

Section 3 - Additional Definitions

The following definitions are from Sections 201.003, 202.006, 204.001, 205.001 and 205.002 of the Local Government Records Act, ARMA International Glossary of Records and Information Management Terms 3rd edition and International Standards Organization, ISO 15489:

Authenticity means the sum of the qualities of a record that establish the origin, reliability, trustworthiness, and correctness of its content.

Custodian means the appointed or elected public officer who by the state constitution, state law, ordinance, or administrative policy is in charge of an office that creates or receives local government records.

E-Mail (electronic mail) means a document created or received via an electronic message system, including brief notes, formal or substantive narrative documents, and any attachments, such as word processing or other electronic objects, that may be transmitted with the message along with its descriptive transmission metadata. Online dialogues, such as chat sessions, which do not create a saved record of the dialogue, are not considered e-mail records. Any file that is sent by electronic means in the manner of correspondence from one person to another could potentially be a record, such as e-mail. Only e-mail that relates to a county business function or transaction may be a county record.

Electronic storage means the maintenance of local government record data in the form of digital electronic signals on a computer hard disk, magnetic tape, optical disk, or similar machine-readable medium. Authorization--Any local government record data may be stored

electronically in addition to or instead of source documents in paper or other media, subject to the requirements of this chapter and rules adopted under it.

Essential record means any local government record necessary to the resumption or continuation of government operations in an emergency or disaster, to the re-creation of the legal and financial status of the government, or to the protection and fulfillment of obligations to the people of the state. Essential records are also known as a vital record.

Instant messaging (IM) means an electronic messaging system that allows users to determine whether certain party or parties are connected to the messaging system and allows them to exchange text messages and files with those parties in real time.

Integrity (of a record) means the quality of being whole and unaltered from loss, tampering, or corruption.

Local government record data (electronic records) means the information that by law, regulation, rule of court, ordinance, or administrative procedure in a local government comprises a local government record.

Local government non-record means:

- (A) Extra identical copies of documents created only for convenience of reference or research by officers or employees of the county;
- (B) Notes, journals, diaries, and similar documents created by an officer or employee of the local government for the officer's or employee's personal convenience;
- (C) Blank forms;
- (D) Stocks of publications;
- (E) Library and museum materials acquired solely for the purposes of reference or display;
- (F) Copies of documents in any media furnished to members of the public to which they are entitled under Chapter 552, Government Code, or other state law; or
- (G) Any records, correspondence, notes, memoranda, or documents other than a final written agreement described by Section 2009.054(c), Government Code, associated with a matter conducted under an alternative dispute resolution procedure in which personnel of a state department or institution, local government, special district, or other political subdivision of the state participated as a party, facilitated as an impartial third party, or facilitated as the administrator of a dispute resolution system or organization.

Non-record material destruction

- (A) Material that is not included in the definition of a local government record may be disposed of at the discretion of the custodian or the creator of the document, as applicable, subject to any policies developed in each local government or elective county office regarding the destruction.

(B) Extra identical copies of a local government record to which public access is restricted under Chapter 424, Acts of the 63rd Legislature, Regular Session, 1973 (Article 6252-17a, Vernon's Texas Civil Statutes), or other state law may be destroyed only by burning, pulping, or shredding.

Microfilm 1. A high-resolution film in roll form containing micro images. 2. To record micro images on film. Microfilm, microfiche, and all other formats produced by any method of microphotography or other means of miniaturization on film.

Microfilming means the methods, procedures, and processes used to produce roll microfilm, microfiche, or other micro photographic formats.

Official record copy means the single copy of a record, which is preserved by the organization, secured from tampering, indexed, and retrieved for production of copies throughout the required retention of the record.

Permanent record or "record of permanent value" means any county record for which the retention period on a records retention schedule issued by the commission is given as permanent.

Record means recorded information, regardless of medium or characteristics, made or received by an organization in pursuance of legal obligations or in the transaction of business; a county record.

Records control schedule means a document prepared by or under the authority of the records management officer listing the records maintained by a local government or an elective county office, their retention periods, and other records disposition information that the records management program in each local government or elective county office may require.

Records and Information Management (RIM) means the field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records. *Also referred to as records management.* The term includes the development of records control schedules, the management of filing and information retrieval systems, the protection of essential and permanent records, the economical and space-effective storage of inactive records, control over the creation and distribution of forms, reports, and correspondence, and the management of micrographics and electronic and other records storage systems.

Records management officer means the person identified under Section 203.001 or designated under Section 203.025 as the records management officer.

Records management system (RMS) is the county's enterprise-wide electronic document and records management system and is managed for all county departments by the IT/Records Department.

Records retention schedule means a document issued by the Texas State Library and Archives Commission under authority of Subchapter J, Chapter 441, Government Code, establishing mandatory retention periods for local government records.

Retention period means the minimum time that must pass after the creation, recording, or receipt of a record, or the fulfillment of certain actions associated with a record, before it is eligible for destruction. A retention period may not be less than: (1) a retention period prescribed by a state or federal law, regulation, or rule of court; or (2) a retention period for the record established on a records retention schedule issued by the commission.

Records series means a group of identical or related documents that are used and filed as a unit.

Reliability means the characteristics of a record that indicate it can be trusted as a full and accurate representation of the transactions, activities, or facts to which they attest.

Source document means the county record from which local government record data is obtained for electronic storage. The term does not include backup copies of the data in any media generated from electronic storage.

Section 4 - Records Policies

The Collin County Records Department will be responsible for the efficient, economical and effective controls over the creation, disposition, organization, maintenance, use, and disposition of all county records through a comprehensive system of integrated procedures for the management of records from their creation to their ultimate disposition, consistent with the requirements of the Texas Local Government Act and accepted records management procedures to ensure the authenticity, reliability, integrity, and usability of Collin County records. All records will be maintained according to the Texas State Library and Archives Commission requirements, procedures, and applicable federal, state, and local laws and regulations.

Once approved by Commissioners Court, the records management policy shall be binding on all offices, departments, divisions, programs, commissions, bureaus, boards, committees, or similar entities of Collin County and records shall be created, maintained, stored, microfilmed, or disposed of in accordance with the policy.

State law relating to the duties, other responsibilities, or recordkeeping requirements of an Elected Official / Department Head do not exempt the Elected Official / Department Head or the records in the Elected Official / Department Head's care from the application of this court order and the records management policy adopted under it and may not be used by the Elected

Official / Department Head as a basis for refusal to participate in the records management program of Collin County.

It is the responsibility of all Elected Officials / Department Heads, as the legal custodians of the records of their departments to:

- cooperate with the Records Manager in carrying out the policies and procedures established in Collin County for the efficient and economical management of records,
- adequately document the transaction of government business and the services, programs, and duties for which the Elected Official / Department Head and his or her staff are responsible, and
- maintain the records (including e-mail and electronic records) in his or her care and carry out their preservation, digitization, destruction, or other disposition only in accordance with the policies and procedures of the records management program of Collin County.

It is the responsibility of all employees of Collin County to:

- determine official record copy, identify records series, and apply retention schedules to the records they create or receive including electronic records and e-mail,
- file official records following department procedures, so they are preserved for their legal retention and accessible to all appropriate personnel,
- review e-mail at least monthly to delete any records, both sent and received, that no longer have any operational need to retain and for which there is no legal retention requirement, and empty the trash to complete the deletion process, and
- review computer files such as word processing documents, spreadsheets, and special reports to identify the record copy from drafts in order to assure the preservation of the record copy.

Retention of a record is based on an analysis of the administrative, fiscal, legal and historical value of the information. The goals of a records retention program are cost reduction, retrieval efficiency, and retention consistency. An established records retention program reduces the costs of records maintenance, requires inactive and semi-active files be separated from active files thus improving retrieval efficiency, and provides a standard for retaining similar records throughout the organization. Each local government within the State of Texas must develop a local records control schedule and file that information with the state. Records retention schedules cover all formats of information including paper, microfilm or fiche, and electronic storage. All departments in Collin County are required to follow the approved retention control schedules for their department. Unless modifications have been filed with the Texas State Library and Archives Commission, departments are to follow the Texas State Library and Archives Commission's various Retention Schedules. A consolidated Collin County schedule is available from the Records Department.

A record that has not yet been listed on the approved consolidated Collin County schedule, may be destroyed if (1) its destruction has been approved in the same manner as a record previously destroyed under the Texas State Library and Archives Commission approved schedule and (2)

the Collin County Records Manager has submitted to and received back an approved authorization request from the director and librarian of the Texas State Library and Archives Commission.

The destruction of records on an approved records control schedule may be destroyed if the appropriate Elected Official / Department Head **AND** the Collin County Records Manager, if designated as the official Records Management Officer, has approved its destruction. The Collin County Records Manager will develop plans and procedures to be followed for the destruction of all County records (including electronic, microfilm, and paper).

Section 5 – Designation of Records Management Officer

The Collin County Records Manager will serve as the county Records Management Officer for all offices who have designated the county Records Management Officer to serve as their Records Manager as provided by law and will insure that the maintenance, destruction, microfilming, electronic storage or other disposition of the records of Collin County offices are carried out in accordance with the requirements of the Local Government Records Act. The Texas State Library and Archives Commission has established mandatory minimum retention periods for county records. No county office may dispose of a record prior to the expiration of its retention period unless the record has been filmed or electronically stored pursuant to the provisions of the Local Government Code, Chapter 204 or chapter 205, as applicable. The Collin County Records Manager shall work with Commissioners Court, the Chief Information Officer (CIO) of Information Technology, and elective and non-elective offices and officers in developing a records management plan seeking efficient and cost effective solutions to records problems experienced in common by all county offices.

Each elected county official is the records management officer for the records of the official's office. Elected officials may choose to either (1) designate the county records management officer (Collin County Records Manager) to act as their records management officer to the extent authorized as provided by §203.005(g), Local Government Code or (2) serve as their own records management officer. Elected officials which have chosen to act as their own records management officer in accordance with the Texas Local Government Records Act, Chapter 203, §201.001 through §201.005 must establish a records management program for their office and file a copy of their program with the Texas State Library and Archives Commission.

It is the responsibility of the Collin County Records Manager as the county's records management officer to:

- administer the records management program and provide assistance to Elected Officials / Department Heads in its implementation,
- plan, formulate, and prescribe records disposition policies, systems, standards, and procedures,

- in cooperation with Elected Officials / Department Heads, identify essential records and establish a disaster plan for each office and/or department to ensure maximum availability of the records in order to re-establish operations quickly and with minimal disruption and expense,
- develop procedures to ensure the permanent preservation of the historically valuable records of the county,
- provide records management advice and assistance to all county departments by preparation of a manual or manuals of procedure and policy and by on-site consultation,
- monitor records retention schedules and administrative rules issued by the Texas State Library and Archives Commission to determine if the records management program and the county's records control schedules are in compliance,
- disseminate to Commissioners Court and Elected Officials / Department Heads information concerning state laws and administrative rules relating to local government records,
- instruct county personnel in policies and procedures of the records management program and their responsibilities and duties,
- ensure that the maintenance, preservation, microfilming, destruction, or other disposition of the county's records is carried out in accordance with the policies and procedures of the records management program and requirements of state law,
- maintain records on the volume of records destroyed under approved control schedules, the volume of records microfilmed or stored electronically, and the estimated cost and space savings as the result of such disposal or disposition, and
- report annually to Commissioners Court on the implementation of the records management program in each county department, including summaries of the statistical and fiscal data compiled.

Section 6 - Microfilming Standards and Definitions

“Microfilm” means roll microfilm, microfiche, and all other formats produced by any method of microphotography or other means of miniaturization on film. Any county record may be maintained on microfilm instead of paper or other media according to the requirements determined by the Texas State Library and Archives Commission. A microfilmed record becomes the official record and shall be accepted by any court or administrative agency of this state as a certified copy of an original record. Microfilm produced for the county is the property of the county. The county and its records management officer(s) have the same responsibilities for ensuring the management and preservation of microfilmed records under the Local Government Code, Title 6, Subtitle C, as if the records were not microfilmed.

Compliance with Texas Administrative Code, Title 13, Chapter 7 and Local Government Code, Chapter 204 regarding microfilmed records is required for all county records that are microfilmed.

In accordance with the Texas State Library and Archives Commission Records Retention Schedule created for all county offices, the original source document of a record that has been microfilmed may be destroyed once the microfilm has been reviewed and accepted as accurate. The Records Management Officer will be responsible for determining proper retention periods in accordance with Texas Law. Records that have not been microfilmed or stored in an approved electronic records keeping system and have not met retention may not be destroyed until the appropriate retention period has been met. The retention period for a record applies to the record regardless of the medium in which it is maintained. Once records have met their retention requirements, a "Request for Destruction" will be sent to the official of whom these records originated. The Records Manager will be responsible for the destruction of said records once approval has been received from the appropriate office.

Section 7 - Electronic Records

Any county record may be stored electronically in addition to or instead of source documents in paper or other media, subject to the requirements and rules adopted under Local Government Records Act, §205.003(a). These standards and procedures include backup or preservation copies, recopying or duplication, physical storage and maintenance, access by the public, and other standards and procedures that the Texas State Library and Archives Commission and Archives Commission considers necessary to ensure the availability, readability, or integrity of the county record. The minimum requirements for all county electronic records whose retention period is ten (10) years or longer is contained in the Texas Administrative Code Chapter 7, §7.72.

The Records Manager is to certify to Commissioners Court and the State of Texas that electronic recordkeeping systems for those records whose retention requirement is ten years or greater is in compliance with the Local Government Records Act and the Electronic Records Standards and Procedures. This certification occurs when the Collin County officials submits the Declaration of Compliance with the Records Scheduling Requirement of the Local Government Records Act, Texas State Library & Archives, Form SLR 508.

Any appointed official or Elected Official / Department Head that wishes to store county records in an electronic format, must receive written approval from the Chief Information Officer (CIO) and the Collin County Records Manager to ensure that the system is certified as compliant with the Local Government Records Act.

The IT Department has implemented an enterprise-wide electronic document and records management system for all county departments. This system is referred to as the Records Management System (RMS). The administration and maintenance of this system resides within the IT Department.

The Collin County Records Manager is to ensure the development and maintenance of up-to-date documentation for all electronic records systems that will adequately specify the technical

characteristics of each system necessary to reading, processing, or preserving county records until the disposition of the record(s) is authorized.

E-mails created by county employees or received by county employees may be county records. It is the content and function of an e-mail message that determines if it is a county record and the retention period for that message. Collin County's approved retention schedule lists the records series that are created and the retention period for each series. Therefore, e-mail messages that are records must be retained or disposed of according to the county's retention schedule.

Section 8 - Records Center Storage Procedures

All records that are sent to the Records Center for storage must be sent in approved 1.2 cubic foot records storage boxes. Records shipped in non-approved boxes will not be accepted and will be returned to the department until the records are transferred into the approved boxes. The Records Department is responsible for keeping these boxes in stock and will provide them to each office upon request. Proper care of the boxes is required. Do not write on the outside of the boxes. These boxes as well as file folders are recycled whenever possible.

Limit the contents of any box to a single records series. Generally this is a group of records, filed together in a unified arrangement, which results from or relates to the same functional activity. If this is truly impractical, because of very low volume of the same series, please limit the contents of a single box to a series having the same retention. Never combine records series with a permanent retention with short-term records. All files must be in file folders. Loose paper will not be accepted. Large 3-ring binders that do not fit into the standard records box will not be accepted nor will boxes with hanging file folders. Boxes should include a cover sheet taped to the outside of the box containing a list of the box's contents and a brief description. A box inventory sheet is required with all boxes. This inventory needs to include any information that could be used to retrieve a file at a later time. Place a copy on top of the contents of the box or submit an electronic version with the "Request for Box/Document Transfer" form. A detailed list of all Records Center storage procedures is available upon request.

The Records Department requires a "Request for Box/Document Transfer" form be sent for intake approval prior to sending boxes to ensure that all information required to identify records series, apply retention, and track the records is available and included. This process also helps to ensure there is space available for records intake.

Section 9 - File Delivery and Retrieval

Records' personnel will conduct one run on Monday, Wednesday and Friday to deliver and pick up records. This is subject to change should the request be urgent or the number of requests

increase. It is not normal practice to send files via county interoffice mail, however there are exceptions. Records staff will scan and index appropriate records into the Collin County's Records Management System whenever feasible. In case of an emergency, departments may enter a ticket via the IT Service Desk to pick up files in person. This is open to any/all file requests as well. Requests for files must include the requestor's name, department, and extension plus the file title (name and number if available) and box location if known. When files are requested and located, they are checked out in the computer and an "out" card is placed in the box.

Returned files should be placed in a separate box for returns or placed in the department's return area for pickup by Records personnel. Do not combine returned file folders with new folders. Once the requesting department returns the record, it is checked back into the computer and the file is placed in the same location that it originated. All records must be signed out by the requesting department.

No records are released from the Records Center to the public or departments other than the appropriate / requesting department.

Section 10 – Disposition of County Records

Retention Schedules are based on what is mandated by the State of Texas. The content and function of a document/record type determines the retention period.

<https://www.tsl.state.tx.us/slr/recordspubs/rrs4.html>

Section 10.1 - Paper documents that have met retention:

Once records meet their retention schedule deadline and are up for destruction, Elected Officials / Department Heads of each county office affected will be notified by the Records Manager or appointed staff by means of e-mail. Approval must be returned by Elected Official / Department Head to Records Manager or appointed staff, in writing (e-mail accepted), within thirty (30) business days. Any request to keep records past the scheduled retention period must be justified in writing, based on one of the following criteria (1) legal, (2) audit, or (3) historical purposes. These requests will be reviewed and criteria verified with the Texas State Library and Archives Commission. It is important that records are destroyed in a timely manner to ensure compliance with state policy and make available sufficient storage space for additional records.

If there is no response within the thirty (30) business days required timeline, one (1) reminder e-mail will be sent with a ten (10) business day grace period notification. During this ten (10) business day grace period the Elected Official / Department Head will need to choose from the following options:

- a) Approve destruction
- b) Transfer of boxes back to the department they originated from to be stored by that department
- c) Transfer of boxes back to the department to be scanned at department's expense. Once scanned into Electronic Records Management System, the digital documents will become the original record. The paper documents can then be destroyed based on *Electronic Records Standards and Procedures, Local Government Bulletin B Local Government Code Chapter 205 - Electronic Storage of Records. Section 205.008 - Destruction of Source Documents*, Local Government is allowed to destroy the source documentation and keep records electronically.
<https://www.tsl.state.tx.us/slr/recordspubs/lgbullb.html>

Failure to respond to the Records Department's grace period notification and/or provide proper justification to retain records, will result in boxes being transferred to originating department. (This transfer will be scheduled by the Records Department within five (5) business days of grace period non-response.) Those documents will NOT be destroyed.

****Please note that secure shred destruction is the preferred and most cost effective method.**

10.2 - Paper documents that have been scanned but have not met retention:

If documents that have not met the retention designated by the State have been scanned into the Electronic Records Management System and checked for quality, (whether scanned by the department from which the documents originated, certified scanning vendor or the Records department), it is recommended the paper documents scanned be destroyed. This recommendation is based on the Texas State Library and Archives Commission Electronic Records Standards and Procedures. Once scanned into the Electronic Records Management System, the digital documents become the original record and the paper documents can then be destroyed (*Electronic Records Standards and Procedures, Local Government Bulletin B, Local Government Code Chapter 205 - Electronic Storage of Records. Section 205.008 - Destruction of Source Documents*, Local Government is allowed to destroy the source documentation and keep records electronically).

<https://www.tsl.state.tx.us/slr/recordspubs/lgbullb.html>

If the documents are stored in the Records Warehouse and the Records Department or a certified scanning vendor is the scanning party, and once quality control has been completed, boxes will no longer continue to be stored with Records. A notification will go out to the department that documents have been scanned and quality checked. If destruction of paper documents is not approved within the required timeline, boxes will be transported back to originating department to be stored by that department.

Should there be no response within the thirty (30) business day required timeline approving destruction of scanned documents, one (1) reminder e-mail will be sent with a ten (10) business day grace period notification. At the end of this ten (10) business day grace period, transfer of boxes back to the department they originated from will commence within five (5) business days of grace period non-response.

Section 10.3 – Shredding of Documents

Collin County Government contracts with an outside shredding company (which is sent out to bid in compliance with county bid process), to shred records (as well as items deemed as non-records) at a secure NAID AAA certified offsite shredding facility. Reusable files and boxes may be kept and recycled. Once again, it is the content and function of a document/record type that determines the retention period. The State Retention Schedule can be found on the Texas State Library and Archives website:

<https://www.tsl.state.tx.us/slrn/recordspubs/localretention.html>.

Electronic records and microfilm records are destroyed in accordance with the Local Government Records act requirements. All Local Government Records are subject to the Texas Local Government Records Act, Local Government Code, Title 6, Records, Subtitle C, Chapter's 201-205. *By law in Bulletin B, Section 205.008 Destruction of Source Documents*, Local Government is allowed to destroy the source documentation and keep records electronically.

Copies and drafts are not records and should be maintained only as long as administratively viable. Boxes containing records that have already met their approved retention deadline or are duplicates and/or drafts will not be accepted for storage, but may be sent to the Records Center for secure shred. To have documents picked up for secure shred, the requesting department must complete and submit a "Request for Box/Document Transfer" form, which can be found on Collin County's internal website; Information Technology; Records. Instructions on how to submit this request are noted on the form. <http://mycc/SiteDirectory/IT/records/default.aspx>

Files containing potential historical valuable information, based on current historical statutes, may be offered to the Texas State Library local depository prior to their destruction.

Files and records that have been microfilmed and/or scanned in accordance with Texas State Library and Archives Commission requirements may be shredded if the original is sent to the Records Center for archival storage. The Texas State Library and Archives Commission have published guidelines and requirements for the storage and preservation of electronic records for which a paper copy does not exist.

Once approvals have been received for destruction, boxes will be pulled from the shelves and shredded offsite by a NAID AAA Certified vendor. Records Department staff will delete any indexing pertaining to the records to be destroyed from the various systems.

Departments are encouraged to send sensitive and/or confidential documents requiring shredding to the Records Center on a regular basis. Please complete the “Request for Box/Document Transfer” form and indicate how many boxes are to be shredded. This service is included in the Records department budget and available at no cost to other Collin County departments. Boxes that are being sent to the Records Center for shredding only may be shipped in non-approved boxes as these boxes will not be shelved on Records Center shelving. Non-approved boxes include boxes larger than the 1.2 cubic foot standard records storage box, copy paper boxes, moving boxes, etc.